

## **STANDING ORDERS FOR MAIDSTONE INVICTA U3A'S AGM**

### **The purpose of the AGM is:**

- For the Executive Committee to report to members on the activities and achievements of the U3A over the year.
- To accept the annual accounts and appoint an independent examiner for next year's accounts.
- To elect Executive Committee Officers.
- To elect other Executive Committee members.
- To accept any proposed changes to the Constitution.
- To agree any recommended changes to membership fees.

### **Time Limits**

- Notice of the AGM shall be given to the membership at least 8 weeks before the AGM.
- Submission of the nominations for the election of Committee members shall be received by the Secretary at least 5 weeks before the AGM. Similarly any proposed resolutions/motions from the membership or the Committee.
- The AGM agenda including nominations & proposals/motions to be sent out to each member at least 4 weeks before the AGM. Proposed amendments to motions should be received by the Secretary at least two weeks before the AGM.

### **Chairman**

The Chairman of Maidstone Invicta U3A shall be the Chairman of any General Meeting at which he/she is present. In the absence of the Chairman, the Executive Committee members present shall have the power to elect a Chairman for the meeting.

### **Who can attend?**

Members of Maidstone Invicta U3A, who have paid the current membership fee.

### **Quorum**

A quorum of 15% of the membership is required for the AGM to take place. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved. The meeting shall be adjourned to another day and time as the Executive Committee may direct, provided 21 days' notice is given to all members. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be the quorum.

### **Business of the meeting**

The business of the AGM shall be transacted in the following order:

- Apologies for absence.
- Approval and signature of the last AGM's minutes.
- Matters arising from last year's minutes.
- Annual report of U3A activities (including reports from the Chairman and other Executive Committee members).
- Receiving and accepting the independently examined accounts.

- Approving the appointment of an Independent Examiner for next year's accounts.
- Acceptance of the Constitution (first AGM).
- Changes to the Constitution (subsequent AGMs).
- Appointment of Executive Committee Officers (Chairman, Vice Chairman, Secretary, Treasurer).
- Appointment of other Executive Committee posts (to a maximum of 8 posts).
- Consideration of motions from members and/or the Executive Committee
- Set the date of the next AGM.

### **Minutes**

The Secretary shall minute any decisions made at the AGM. The Secretary shall keep a minute book of signed copies of each AGM's minutes.

### **Acceptance of changes to the Constitution**

These shall be decided by a vote consisting of a show of hands. A majority of at least 67% of the membership present is required to pass any change to the Constitution.

### **Conduct of business to elect the Executive Committee.**

At every AGM the Officers shall retire. Any Officer retiring may stand for re-appointment provided he/she remains a member of the U3A and dependent on the time limits for Officers set out in the Constitution. At every AGM the non-Officer members shall retire, but each may stand for re-appointment, provided he/she remains a member of the U3A.

Prior written nomination of any candidate, for a specified Executive Committee post, shall normally be required. The nomination should be made by a proposer and a seconder (not themselves being Officers or non-Officer members of the Executive Committee) and signed & agreed by the nominee.

At the AGM, if there is more than one nomination for a particular Executive Committee role then the election should be by secret ballot. Otherwise individuals may be elected to the Executive Committee by a show of hands. If there are insufficient candidates then the Chairman of the AGM may appeal for any willing member present to stand. For such an appeal, a vote must be taken and carried by a simple majority for volunteers at the meeting to be permitted. Any willing candidate may then offer himself/herself and be proposed to the meeting for appointment.

### **Conduct of business for motions**

No motion or amendment shall be discussed unless it has been proposed and seconded by persons present at the meeting. All motions and amendments must have been provided to the Secretary in written form.

Motions shall be dealt with in the following manner:

- A motion with no proposed amendments shall be proposed, seconded, discussed and voted on, by a show of hands of those present at the meeting. The proposer shall be given the right of reply immediately prior to the vote.

- Any amendment to a motion shall be proposed and seconded following the proposal and seconding of the original motion. A properly proposed and seconded amendment shall be discussed and voted on by a show of hands, before any vote is taken on the original motion. The proposer of the original motion shall have the right of reply before the vote is taken.
- If an amendment is carried, it shall be incorporated in the original proposal, which shall then become the substantive motion.
- Any further amendments to the substantive motion shall be dealt with in the same way.
- The final substantive motion shall then be voted on, by a show of hands, and shall then become the resolution of the meeting.

### **Records of Attendance**

Membership of Maidstone Invicta U3A shall be checked at the door and the total attendance recorded in the minutes.

### **Accidental failure of notice**

The accidental omission to give notice of a meeting to, or the non-receipt of notice by, any person to whom such notice should be given, shall not invalidate the proceedings of the AGM. Neither shall the accidental omission to send a copy of the agenda of the meeting, or the non-receipt of the copy of the agenda by any such person.

*Proposed and accepted by the MIU3A Steering Group at their meeting on 2<sup>nd</sup> Dec 2013.*